

Annex 2 (AAS)

Procedure of the implementation of Research Proposals for All Academic Staff in FY2025

(1) Research Proposals

The IAMU invites the submission of research proposals based on one of the themes explained in “Call for Research Proposals for All Academic Staff in FY2025” and its Guideline. Research proposals should be submitted using <<Form 1-A>>. Each IAMU member university can submit one proposal for each theme. The budget for the research proposal should be submitted using <<Form 2-A>>.

Please refer to "Tips for writing application forms for All Academic Staff in FY2025" <<Annex 3>>.

Both forms are to be submitted by e-mail to the IAMU Secretariat as follows:

Deadline: **24:00 Friday 31 May 2024 JST (Japan Standard Time)**

Contact person: Shigemi Matsuzaki, Coordinator

e-mail: project@iamu-edu.org

e-mail subject: “RP2025 Theme1”, “RP2025 Theme 2”, “RP2025 Theme 3”
or “RP2025 Theme 4”

(2) Selection of Research Proposals

All proposals submitted to the Secretariat will be forwarded to the referees endorsed by the Working Group on Research Projects. Selection of the proposals will be conducted by the Working Group members around September 2024. Based on the evaluation result, the Head of AAC recommends selected proposals to the International Executive Board (IEB) for its approval scheduled for October 2024.

(3) Notification of the selection results (scheduled for October 2024)

The Secretariat will inform all applicants of the selection results approved by IEB as:

Either “*Accepted*” or “*Rejected*.”

Research coordinators of accepted proposals may be required to modify the contents and/or budget of the research proposals with recommendations from AAC and/or Secretariat.

(4) Notification of final approval

The Contractors/Research coordinators of accepted proposals will be notified of final approval soon after the IEB meeting in April 2025. An agreement between the Contractor and the Executive Director - “Consignment Contract for IAMU Research Project FY2025” - will be dispatched for signatures.

(5) Budget payments

At the request of the Contractor, a maximum of 60% of the total budget amount will be sent to the account of the Contractor's university. The balance (remaining 40%) will be sent to the same account by around August 2026, upon receipt of the invoice from the contractor within thirty days after the final research project report has been approved by AAC and IEB.

(6) Research reporting

The Contractor/Research coordinator shall make a presentation in English to report on the progress of their project at AGA25, to be held at the Academy of Maritime Education and Training (AMET) University, Chennai, India, in October 2025.

The Contractor/Research coordinator shall submit the following reports in English to the Secretariat as a set of pdf files and MS word files attached to an e-mail to the address <project@iamu-edu.org>.

- ♦ Progress report <<Form 3>> by the end of March 2026 JST.
- ♦ Final research project report <<Form 4>> by the end of May 2026 JST.

The Secretariat will send official reminders by one month prior to the deadlines shown above.

The Contractor will be penalized as follows if the deadlines are not met.

- The Contractor shall not receive the balance of the budget (remaining 40%).
- The Contractor shall not enter the Research Project competition for the next year, while the Research coordinator shall not enter the competition for the next three years as coordinator.

(7) Final report evaluation

The AAC, and referees endorsed by the Head of AAC, shall evaluate the final reports. The results of the evaluation shall be forwarded to IEB for consideration. Research coordinators may be required to modify the contents of the final report according to the comments from the evaluators.

(8) Final report approval

The AAC and IEB shall make a final decision based on the evaluation results mentioned in (7). If the outcome is positive, the balance of the fund shall be sent to the account of the Contractor's university.

(9) Publication of final reports

The Secretariat will arrange the electronic formatting of the reports and upload the reports on the IAMU online portal. The publication will be completed by around September 2026.